

## NON-RESIDENTIAL SITE PLAN REVIEW APPLICATION

**Name of Applicant:**

**Name of Owner:**

**Proposed Use:**

**Address of Property:**

**Tax Map(s): Lot(s):**

**Land Surveyor:**

**Note:** *All fees are due when application is filed.* The following information must be filed with your application:

### SUBMISSION ITEMS:

- 3 Full Size Plan Sets, 3 Reduced Size Plan Sets, and an electronic copy of the application package (PDF, etc.)
- State Approvals
- Copy of Deed
- Narrative Statement of Purpose/Projected Use of Property

Please include information on the following:

- Number of Employees
  - Number of Customers/day
  - Number of deliveries/material providers
  - Projected heavy equipment traffic after completion of construction
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- Completed Stormwater Management Plan (see Stormwater Management Regulations, Chapter 5, Zoning and Land Use Ordinances Book)
  - Complete abutters' list with THREE sets of mailing labels for each required letter (owner, applicant, surveyor, wetlands scientist, engineers, holders of any easements, and abutters)

### PLAN CHECKLIST (Accurate to-scale plan of property, including):

- Owner's name and address
- Tax Map and Lot number
- Locus Map/Site Location
- Total Tract Acreage
- North arrow
- Bar Scale
- Plan Date
- Tract Boundaries (metes & bounds; corners)
- Easements and/or pedestrian ways
- All abutting owners
- Deed reference
- Current Use status
- Surveyor's and Wetland Scientist's seals if applicable
- Water courses
- Wetlands
- Ledge

- Floodplains & Shoreland Protection Zones
- Soils Classification
- Percolation test data, soil and groundwater test pits, if required
- Topographic Contours and ground elevations before and after construction (if site alterations are proposed)
- Physical Features, including stone walls, cemeteries, etc.
- All existing buildings on-site
- All buildings within 100 feet
- All roads and driveways within 200 feet
- Existing and proposed driveways, entrances and exits, and parking areas
- Drainage and landscaping, including site screening from abutters
- Building and Floor Plans
- Waste Disposal Plans, including hazardous waste disposal, if necessary
- All utilities
- Lighting
- Fire Protection plans
- Signs (types, sizes, and locations)
- Fresh Water sources, if necessary
- Food arrangements, if necessary
- Local permits, if required (e.g. driveway, building, etc.)

Please note that this list identifies the information that should be included with an initial application. The Planning Board may ask for additional information in the course of review of the application.

**ALL FEES DUE AT THE TIME THAT THE APPLICATION IS SUBMITTED. NO APPLICATION WILL BE PROCESSED UNLESS FEES HAVE BEEN PAID.**

Application fee of \$250.00 for up to 2000 sq. ft. of development; additional \$175 per thousand additional square feet of impact, plus fee of \$15.00 per letter for notification by certified mail as required under NH RSA 676:7.

For office use only:

Application and Fee received by \_\_\_\_\_  
 Date received \_\_\_\_\_  
 Fees paid & check number \_\_\_\_\_